

June 9, 2004 Airport Commission Minutes

Chairman Perry called the meeting to order at 8:00 a.m. Present were Vice-chairman Schober, Commissioner Bruce and Commissioner Safro. Secretary Richards had jury duty. Others present: Michael Neau, Airport Admin; Val Ramos, Airport Admin; Keith Markano, Airport Manager; John Lotzer, Waukesha Flying Services; Chris Wodushek, Waukesha Flying Services; Steve Betzler, WAACKO. Secretary Richards arrived later for the meeting already in session.

Approve/modify minutes of May 19, 2004 – A motion to approve the minutes of May 19, 2004 was made by Vice-Chairman Schober with a second by Commissioner Bruce. The motion passed.

Public comment/correspondence – Mr. Lotzer, WFS, informed the Commission that the economy was affecting their flight school business. But, he said the fractional aircrafts are doing very well (franchising airtime to others) and this helps out WFS. Commissioner Safro mentioned that the directional signs along Aviation Drive are still crooked. Commissioner Safro asked if mowing could be done closer to the gates. Commissioner Safro said the trees landscaping along the Aviation Drive fence line looked very nice.

Chairman's report – None

Airport Manager's report – Mr. Markano said the City of Waukesha Fire Department was out at the Airport this past Tuesday for training. Some of the fire department personnel made positive comments to Mr. Markano regarding the Airport's requisition of an emergency fire vehicle. The TSA guidelines with recommendations addressing aviation security concerns were just received prior to the Commission meeting. Mr. Markano said he would review the guidelines before the next meeting. Regarding the snow removal RFP, Mr. Markano informed the Commission that Purchasing and Corporation Counsel would do the bid opening. Because of the snow RFP, Mr. Markano said it would not be possible to have Reese (they are in the RFP bidding) address the Commission's concerns on snow removal at the airport. Mead & Hunt would like to take a group from Waukesha County out to Holland, Michigan for a look at the tunnel they built. Mr. Markano said he, Chairman Perry and Commissioner Bruce would be going on this trip. Mr. Markano said he would see if anyone from the County would be interested in going with them.

Mr. Neau - Monthly reports – Weather - VFR percentage in May was 84%, compared to 84% last May. YTD VFR is 86% compared to 85% last May. **Traffic**- May operations were 8436, up 446 operations or 5.6% from May 03. YTD operations for 04 are 34,123, behind by 5.4% compared to last year. May traffic was down for Waukesha and Mitchell, while Timmerman had an increase. Waukesha was down 5.1% in May and down 8.5% for the year. Milwaukee was down 15.28%, down 15.9% for the year. Timmerman was up 2.1% in May and down 2.7% for the year. **Fuel** -Total fuel for May was 102,110 gallons, up 8% from May 03. Jet fuel was 85,269, up 8.6% from May 03. 100 LL was 16,841 gallons, up 5.1% from May 03. YTD gallons are 483,080; up 11.9% from 03 YTD.

Discussion of an Airport Visitation day for County Board Supervisors and City Officials – Chairman Perry informed the Commission that Mr. Markano would work with Mr. Betzler on this airport event. Nothing has been decided yet to present on that day. Some ideas are: tour of the control tower and how the traffic controllers operate; airfield/airport tour to include explanation of the ILS; a brief talk/presentation on noise abatement, aircraft traffic pattern and general aviation. Commissioner Bruce thought this was a very good idea for the airport. Mr. Markano will also work on a fact sheet for the airport.

Discussion and action on the Airport Operating Budget – Mr. Markano addressed the Commission on this item. Last Friday the Airport received the 2005 budget target. The target is the same as in 2004; this marks the fifth straight year that the Airport has not received any kind of increase or costs to continue. There has been a substantial increase in expense due to rising benefits costs for personnel, snow removal services, and increases in utilities. Also, Northway Communications services have increased due to insurance add-on costs. (Northway services the non-directional beacon and control tower equipment.) There are also other increase items, which we have no control over. We are also facing a decrease in revenues, some of this in

part to T-hangar vacancies. The Commission received budget packets showing a three-year comparison period from 2003 to 2005. Vice-chairman Schober asked Mr. Markano how the County comes up with the depreciation numbers. Mr. Markano explained the method to Vice-chairman Schober. Vice-chairman Schober would like more information to understand the depreciation system. Mr. Markano said he would follow-up on this for Vice-chairman Schober. Commissioner Bruce mentioned the increase in the building maintenance operating for heating and air conditioning. Vice-chairman Schober said an actual twelve month period would be easier to read and more helpful to understand. Mr. Markano said fuel revenue increased but land lease dropped because of T-hangar vacancies. Mr. Lotzer, Waukesha Flying Services, said the new hangar doors presented a problem in removing and entering aircraft into the hangar and perhaps this led to vacancies in the hangars. **Secretary Richards arrived at the meeting at 8:54 a.m.** Mr. Markano will look into the surplus of hangar vacancies at other general aviation airports near by. A total of \$17,329 was made in cuts and still Mr. Markano said the airport was unable to make the target. A motion to approve the airport budget presented at today's meeting was made by Vice-chairman Schober with a second from Commissioner Safro. The motion passed.

Discussion on possible new access control system for the Airport – The County Executive signed off on a grant from the Office of Justice Security submitted by Mr. Markano. This grant will be used for the purchase of new gates to replace the older gates at the Airport. The new gates will eliminate the high expense of repairs and maintenance to the old gates. The new gates will have an access system with cards for tenants. The gates will have keypads and lock boxes for the fire department. There will be some problems with deliveries and guests to private hangars. At this time nothing has been set in place and there are options such as self-canceling codes for the deliveries and guests. Vice—chairman Schober asked if access to the gated areas could be tracked. Mr. Markano said he thought there was a way this could be done. More information on this item will be given to the Commission as Mr. Markano is better informed.

Future Commission agenda items – None

A motion to adjourn was made by Vice-chairman Schober with a second by Secretary Richards. The motion passed.

Meeting adjourned at 9:23 a.m.

Next Commission Meeting: 8:00 a.m. on Wednesday, July 14, 2004

Respectfully submitted

Dick Richards
Secretary
6/9/04

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